

RECOMMENDED EVENT PLANNING TIMELINE

WHAT TO DO	RECOMMENDED TARGET DATE	DATE COMPLETE
Reserve Room	Up to 1 year but no later than 30 days prior to event	
Submit Facility Use Application	At time of tentative reservation or upon confirmation of a reservation	
Attend pre-event Meeting	30-60 days before event	
Complete Event Plan and Service Cost Estimate	30 days before event	
Submit 50% payment of estimated fees	To confirm reservation	
Complete and sign Facility Use Agreement	Within 5 days of receipt	
Announce event and/or begin ticket sales	After receipt of a Facility Use Agreement executed by the City	
Secure Special Event Insurance	30 days prior to the event	
Secure required permits	30 days prior to the event	
Submit full payment of estimated reservation and City service fees including cleaning/damage deposit, and proof of non-profit status (if applicable).	30 days prior to event	
Submit request for additional parking services	10 days prior to event	
Submit request for IT Services	10 days prior to event	
Submit copies of permits	5 days prior to event	
Submit copy of certificate of insurance	5 days prior to event	
Attend pre-event site walkthrough	Upon arrival on event day	
Hold event		
Hold post-event walkthrough	Immediately following event	
Receive invoice for any additional City Services	30 to 45 days after event	
Submit payment in full for City Services	Within 30 days after receipt of invoice	